

~~CONFIDENTIAL~~  
**EYES ONLY**

AGENDA

SECOND SESSION

CAREER SERVICE PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT  
15 November 1973

1400 hours  
607 - Conference Room

1. Review of agenda for 15 November 1973
2. Review of minutes for:
  - a. 10 September 1973
  - b. 16 October 1973
  - c. 5 November 1973
3. Report from Chief, Support Staff/ORD
4. Report from Chairman, CSP/ORD
5. Discussion on Awarding Quality Step Increases
6. Promotion Recommendations  
GS-13 to GS-14
  - a. [REDACTED] - TCR/ORD
  - b. [REDACTED] - TCR/ORD
7. New business

25X1A9a

**EYES ONLY**

E2 IMPDET  
CL BY 464869

SECOND SESSION

CAREER SERVICE PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT  
15 November 1973

Attendees:

25X1A9a [REDACTED] Chairman 25X1A9a  
25X1A9a [REDACTED] C/PAS/ORD  
[REDACTED] C/TCR/ORD 25X1A9a  
[REDACTED] C/PMS/ORD  
[REDACTED] C/LSR/ORD  
25X1A9a [REDACTED] C/OT/ORD  
[REDACTED], Executive Secretary  
[REDACTED] Recording Secretary  
Absentee:  
25X1A9a [REDACTED] C/DPR/ORD

1. The meeting was called to order by the Chairman at 1410 hours.

25X1A9a 2. [REDACTED] explained to the CSP members that the minutes for 5 November 1973 had been prepared in accordance with instructions from Dr. Stevens. Dr. Stevens asked that no record be made of the discussion of ORD professional employees ranked at the bottom of the ranking lists for GS-12s, 13s, and 14s developed during the competitive evaluations done during the period from January to September 1973. He told the Panel if they had any questions regarding this decision, he would attempt to answer their questions.

25X1A9a 3. [REDACTED] asked about Dr. Stevens comments on the ORD Table of Organization and his feeling that the Division Chief should be given more power in planning the structure of his division in order that he might have a better planning tool in terms of assignments and promotions.

25X1A9a 4. [REDACTED] Let me comment on my experience in serving on the OSI Career Panel. When promotion recommendations came before the Panel strong objections were interposed when the promotion was premature or no slot or headroom was available

E2 IMPDET  
CL BY 464869

~~CONFIDENTIAL~~  
EYES ONLY

4. (Continued)

in the division structure. This would mean that the person to be promoted would be slotted against a vacant slot in someone else's Division. The ORD Career Service Panel could operate in that fashion, or the Panel could take a broader view which I thought we were working toward. I know Manny you are new on the scene and so is Harry. But the only old-timers like Bob, Frank, Nick and myself have experienced the situation wherein there tended to be a bit of what I will call "anarchy" brought about by supervisors who came in the quickest with promotion recommendations, knew how to play the game and got more than his deserved share of prime assignments. You can sense from this that we are working toward the one where we will sit down and really look at the structure and the personnel needs of the office. For the first time the Panel members were working together and you will find this view expressed in the minutes about three months ago, where I commented that the ORD/CSP has come a long way. Now we can either reflect on what the office requirements are (and you will have another piece of information that was not provided Division Chiefs in the past - the staffing complement for your Division), or operate in some other way. Previously all the slots were thrown into a pile and they were administrated from the Support Staff at the direction of the Office Chief. This was the policy of the previous management.

25X1A9a

What is the status of the memorandum written to D/PERS for Dr. Stevens signature requesting the transfer of positions from the Office of Research and Development to the Office of Development and Engineering? This is a step towards planning slots for Divisions. We have had no comments from the Director. We are now trying to pull together another staffing complement for ORD, and that requires approval of Dr. Stevens of the above memorandum. This will go back to Office of Personnel. We will then have the audit exercise of the Office. When this is completed, there will be a TO.

25X1A9a

I am trying to answer the question raised by Manny concerning the authority of the Division Chief over the structuring of his Division in terms of the staffing complement, promotions, etc.

25X1A9a

This is a very great change in how TOs are established. It would give Division Chiefs more influence on the structure of the TO than in the past.

EYES ONLY

~~CONFIDENTIAL~~

5. The Panel addressed themselves to the comments made by Dr. Stevens on the Division Chief's position to decide and recommend his people for promotion and that these promotions could be reviewed every month instead of twice a year per ORD/CSP schedule. [REDACTED] expressed concern with this approach for it appears to override the function of the CSP.

25X1A9a

25X1A9a

6. [REDACTED] I feel we all have the responsibility as managers in doing what is right for the Office.

25X1A9a

7. [REDACTED] I want this made part of the record. I feel I am required to give independent representation to this Panel. I don't feel that the members should represent Divisions; they should represent the Office. I am not going to abrogate my responsibility to this Panel. I am going to recommend promotion of my employees when I think they should be promoted. If Dr. Stevens wants to disapprove my recommendation, he has a right to do this. I believe that Dr. Stevens might have misunderstood how the Panel was handling promotions. He might have thought that the first five men on the ranking and promotability lists were promoted regardless of the desires of the Division Chief, I don't think he realized that the first five men listed are regarded as "comers" and that the Division Chief still has to recommend promotion. I think he thought these five men were promoted automatically and felt that the sixth man on the list couldn't get promoted. I would agree that this interpretation is not desirable.

25X1A9a

8. [REDACTED] I want to point out that as time goes on and personnel are transferred to ORD, the Panel is going to be asked to make judgments on people they know very little about. It probably will be a continuing problem in the future for this Panel to make good judgments about personnel.

25X1A9a

9. [REDACTED] There are office needs and Division needs and there has to be a balance.

10. The Chairman then resumed the schedule of the Agenda.

11. The following items were added to the Agenda under new business:

~~CONFIDENTIAL~~

EYES ONLY

11. (Continued)

a. Discussion of PSIs.

b. ORD Charter.

c. Need for the Special Panel which deals with the secretarial and clerical personnel.

d. Nominee for the Carnegie-Mellon University Program for Executives from 3 February - 5 April 1974.

e. Consideration of two training requests that exceed \$500 approval delegated to the Chairman, CSP/ORD.

f. Discussion on Employees in Grade over Five Years.

25X1A9a  
25X1A9a

12. [REDACTED] moved to approve the minutes for 10 September 1973, 16 October 1973, and 5 November 1973 as written. [REDACTED] seconded the motion. The Panel concurred.

25X1A9a

13. [REDACTED] submitted his report to the Panel. (Copy attached) He asked the Panel to note page 2.

14. The Chairman reported to the Panel on items that had been reviewed in previous CSP meetings:

25X1A9a

a. Promotion actions for [REDACTED] and [REDACTED] are still pending. We have a tentative agreement with OD&E that a transferred slot would be made available for [REDACTED] promotion. We don't know about the availability of a GS-15 slot for [REDACTED] It might be academic to sign his promotion action. Dr. Stevens feels [REDACTED] is worthy of promotion also.

25X1A9a

25X1A9a

25X1A9a

25X1A9a

25X1A9a

25X1A9a

b. Quality Step increases for [REDACTED] [REDACTED] have not been signed.

15. The Chairman then went on to Item 5 on the Agenda. He stated that Dr. Stevens had asked what mechanism did the CSP/ORD use to determine the individuals who merited a QSI, and what procedures we followed to judge the recommendation.

<sup>4</sup>  
EYES ONLY

~~CONFIDENTIAL~~

Approved For Release 1999/09/01 : CIA-RDP79-00317A000100060002-2

25X1A9a

25X1A9a

25X1A9a

25X1A9a

25X1A9a

25X1A9a

25X1A9a

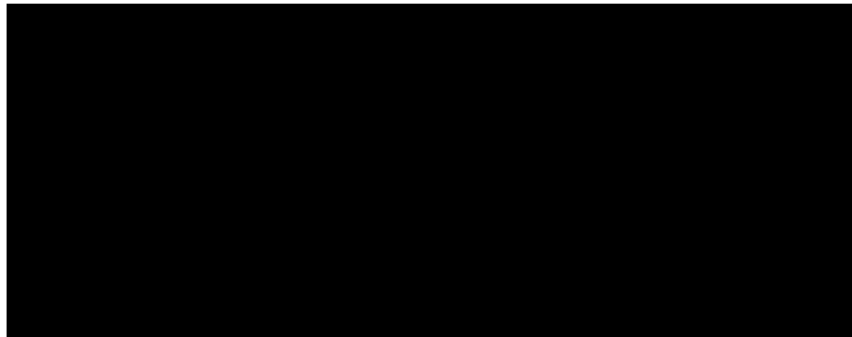
\_\_\_\_\_

~~CONFIDENTIAL~~  
~~EYES ONLY~~  
/09/01 CIA-RDP79-0

~~CONFIDENTIAL~~  
EYES ONLY

20. (Continued)

25X1A9a



25X1A9a

25X1A9a 21. [REDACTED] stated he was not sure whether Dr. Stevens would add the QSI recommendations for [REDACTED] to this list or treat them separately. 25X1A9a

25X1A9a 22. [REDACTED] moved to recommend approval to the D/ORD on the promotion recommendation for [REDACTED], TCR/ORD, from GS-13 to GS-14. 25X1A9a [REDACTED] seconded the motion. The Panel concurred. 25X1A9a Motion carried. 25X1A9a

25X1A9a 23. [REDACTED] moved to recommend approval to the D/ORD on the promotion recommendation for [REDACTED] TCR/ORD, from GS-13 to GS-14. [REDACTED] seconded the motion. 25X1A9a The Panel concurred. Motion carried. [REDACTED] observed in both cases that the incumbent was really unknown to the Panel members and, therefore, it was inappropriate to act; 25X1A9a the actions should simply be forward to D/ORD without prejudice.)

25X1A9a 24. The Panel then took up the item of the ORD Charter under new business. [REDACTED] stated he felt discussion should be tabled until the audit of the Office has been made by Position Management and Compensation Division, Office of Personnel (PMCD/OP). 25X1A9a [REDACTED] suggested that the ORD/CSP recommend no organizational changes until the PMCD recommendation to the Director of Personnel on the Standardization of the Use of Organizational Titles within the Agency is available. (Copy Attached) 25X1A9a [REDACTED] invited the Panel's review of Item 3 of the memorandum.

25. There were no ORD nominees for the Carnegie-Mellon University Program for Executives from 3 February - 5 April 1974.

~~CONFIDENTIAL~~  
EYES ONLY

~~CONFIDENTIAL~~  
~~EYES ONLY~~

Approved For Release 1999/09/01 : CIA-RDP79-00317A000100060002-2

25X1A9a

26.

[REDACTED] moved to recommend approval on the training requests submitted by [REDACTED] and [REDACTED] to attend "A Workshop in Principles, Applications, and Practice," sponsored by the Industrial Management Center Inc. from 6 January - 10 January 1974. [REDACTED] seconded the motion. The Panel concurred unanimously. Motion carried.

25X1A9a

25X1A9a

27. Discussion on the Special Panel was deferred until the next meeting.

28. Discussion was held on those employees who have been in grade over five years and what can be done to help them. The following people were discussed:

a. [REDACTED] GS-14, OT/ORD (27 September 1964) 25X1A9a

b. [REDACTED] GS-14, TCR/ORD (17 September 1967) 25X1A9a

c. [REDACTED] GS-14, CDAM/ORD (29 August 1965; recently transferred from OWI (FMSAC)) 25X1A9a

d. [REDACTED] GS-14, CDAM/ORD (10 August 1969; recently transferred from OSI) 25X1A9a

e. [REDACTED] GS-13, DPR/ORD (11 June 1967; recently transferred from OSI) 25X1A9a

25X1A9a

25X1A9a

29. [REDACTED] stated that he had been in touch with OSI on [REDACTED] is half-way down on the GS-14 list. [REDACTED] is half-way down on the GS-13 list. He stated he would have to inquire about [REDACTED] stated these men would be placed on ORD's GS-14 and GS-13 ranking lists. 25X1A9a

25X1A9a

30. Discussion followed on [REDACTED]

31. The next CSP meeting was scheduled for 3 December 1973

25X1A9a

32. The meeting adjourned at 1600 hours.

[REDACTED]  
Executive Secretary, CSP  
Office of Research and Development

25X1A9a

Approved For Release 1999/09/01 : CIA-RDP79-00317A000100060002-2

~~EYES ONLY~~  
~~CONFIDENTIAL~~



2 Attachments

- a. Report from C/SS/PMS/ORD
- b. PMCD Memorandum

Subject: Standardization of the Use  
of Organizational Titles within  
the Agency

APPROVED:

25X1A9a



Chairman, Career Service Panel/ORD

26 Nov. 1973  
Date

Draft Completed:  
16 November 1973  
1350 hours

Final Completed After  
Review by CSP Members:  
23 November 1973  
1115 hours